

## Staff EPS FTE Reports by SAU

**The Staff EPS FTE Reports provide information by SAU pertaining to current Staff data as entered into the MEDMS Staff reporting system and used in the EPS subsidy calculation.**

As your SAU begins to put the FY 15 Staff data into the MEDMS staff reporting system, these reports will be populated. These reports will update and change nightly every time new data is entered or changed until we freeze the data on December 1<sup>st</sup> for the upcoming FY 16 EPS subsidy calculation – then it will only show that frozen data even if you make changes in the MEDMS staff system. The reports reflect what is used in the EPS calculation only, you should continue to enter and make changes to the MEDMS staff data throughout the year as you would in the past, even after we freeze the data to use in the EPS calculation.

We hope that these reports will give you the ability to see possible errors in reporting prior to the staff data being frozen on December 1<sup>st</sup> for use in the EPS Funding calculation.

**Log into NEO**      **<https://neo.maine.gov/DOE/neo>**

Click on EPS (if you do not see this option on your menu, and are a Superintendent, Business Manager, or Administrative Assistant, please contact the MEDMS Helpdesk ([MEDMS.Helpdesk@maine.gov](mailto:MEDMS.Helpdesk@maine.gov) – 207-624-6896).

### **1) FTE by Person**

- a. Select Organization – Fiscal Year – Position – click View Report
- b. Individual Staff information as entered into MEDSM Staff by the SAU is reported.
- c. Days Scheduled & Hours Per Day are entered into MEDMS staff by the SAU.
- d. The calculated FTE is based on the current Hours Used for 1.0 FTE as noted in the filter criteria box at the top of the report ( $\text{Days} \times \text{Hours} \div 950 \text{ hours} = \text{FTE}$  not to exceed 1.0).
- e. The ED 279 Actual FTE w Title I column is the adjusted FTE after adjusting for multiple positions held by a staff member – no staff member can work more than 1.0 FTE.
- f. The ED 279 Actual FTE w/out Title I column excludes the adjusted FTE amount if the staff member is Title I staff.
- g. Title I column – Indicates the staff member is paid out of Federal Title I funds.
- h. Multiple Positions column – indicates the staff member holds multiple positions.
- i. Actual Salary column is the amount entered into the MEDMS staff system for each employee for that position. The EPS calculated salary based on the salary matrix is not provided on this report and is not available until after the EPS subsidy calculation process has begun.
- j. The Total Adjusted FTE amount at the end of the report is what will be used in the FTE EPS calculation for your SAU on page 1 of the ED 279 report when calculating subsidy.

### **2) Staff with Multiple Positions Report**

- a. Select Organization – Fiscal Year – click View Report
- b. This report shows all the staff positions that a specific staff member is listed as holding according to the MEDMS staff system.
- c. The report shows all the SAUs where a staff member is currently employed if they are employed at more than one SAU.
- d. The FTE calculation for a staff person can never be more than 1.0 – therefore it is important to determine the FTE based on all positions; often those positions are in a different position category and are not seen on the individual reports.
- e. The adjusted FTE as calculated on this report is used on the FTE by Person report as the ED 279 Actual FTE amount which is then used in the EPS subsidy calculation.
- f. The EPS Position notation refers to a position that is part of the FTE calculation used in the EPS funding calculation. Not all positions listed on the Multiple Positions report are considered EPS positions, but they are required to determine the correct FTE to use in the EPS calculation.